Permit #F00162516

FilmL.A., Inc.
6255 W Sunset Blvd, 12th Floor
Hollywood, CA 90028
t: (213)977-8600 - f: (213)977-8601
www.filmla.com

## Summary Information

**Permit No:** F00162516 **Type of Permit:** FILMING **Release Date:** 02/28/2020

| | |
|---|---|
| **Production Company** | AMERICAN FILM INSTITUTE |
| **Insured Company Name** | AMERICAN FILM INSTITUTE |
| Contact Phone No. 1 | 323-856-7600 |
| Contact Phone No. 2 | |
| Fax | 323-467-4578 |
| Address | 2021 N WESTERN AVE<br>LOS ANGELES, California 90027 |
| **Production Title** | HOME |
| **Type of Production** | Student |

| | |
|---|---|
| **Producer** | Sarah Frances Hartley |
| **Director** | Yvonne Zhang |
| **1st AD** | Daniel Egbert |
| **Production Manager** | Precious Little |
| **FilmL.A. Coordinator** | Angel Miranda |
| **Location Manager** | Sarah Frances Hartley |
| Primary Phone | Mobile - 336-671-1030 |
| Secondary Phone | |
| **Location Assistant** | Nathalie Curtis |
| Primary Phone | Office - 323.856.7651 |
| Secondary Phone | |

### Fees

| | |
|---|---|
| Notification Charge | $61.00 |
| FILMLA NON-REFUNDABLE STUDENT PERMIT FEE COMPLEX | $100.00 |
| LA CITY DEPT OF REC AND PARKS PARK MONITOR FEE | $76.00 |
| LA CITY DEPT OF REC AND PARKS MONITOR REPORTING FEE | $76.00 |

**Total Permit Fee** $313.00

**Number of Locations** 4

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## Summary Information — Location



**Permit Number** F00162516
**Production Company** AMERICAN FILM INSTITUTE
**Insured Company** AMERICAN FILM INSTITUTE
**Production Title** HOME

**Location Manager** Sarah Frances Hartley
Primary Phone Mobile - 336-671-1030
Secondary Phone

**Location Address** 7348 Nestle Ave, Los Angeles, CA, 91335

**Location Type** Private Residence

**Prep Dates** 2/28/2020 - 2/28/2020 07:00 - 10:00 1 day

**Film Dates** 2/29/2020 - 2/29/2020 11:00 - 23:59 1 day
3/1/2020 - 3/1/2020 11:00 - 23:59 1 day
3/2/2020 - 3/3/2020 12:00 - 01:00 1 day

**Strike Dates** 3/3/2020 - 3/3/2020 07:00 - 10:00

**Open or Closed to the Public** Closed

**Generic Conditions** **THE CONSUMPTION OF ALCOHOLIC BEVERAGES AND THE USE OF DRUGS, INCLUDING MARIJUANA, ON LOCATION BY ANY CAST, CREW, OR INVITED GUESTS IS STRICTLY PROHIBITED.**
Alcohol Consumption 1: Only principal actors and/or talent may consume alcohol as part of the production. The production assumes all liability for any negative results of the consumption of alcohol.
Alcohol Consumption 2: All local and state laws, rules and regulations apply (i.e. no drinking in public, no drinking and driving, etc.)
All vehicles must be parked on private property
Community Survey Obtained
Community Survey Required
Must maintain local/emergency access
No cast or crew parking on area streets

**Please see attached document** AFI-HOME-STUDENT LETTER.pdf

**Equipment on Location**

| Type | Quantity |
|---|---|
| Cast/Crew vehicles | 10 |
| Cube Trucks | 1 |
| Generator | 1 |
| Picture vehicles | 1 |

**Personnel on Location**

| Type | Quantity |
|---|---|
| Cast | 3 |
| Crew | 25 |

**Filming Activities** Handheld equipment; Interior and exterior dialogue and establishing shots; Camera, equipment and film activities on private property only – no public sidewalk and/or street activities;

**Jurisdiction** **Political:** Los Angeles City - Council District 03 **Police:** Los Angeles Police Department **Fire:** Los Angeles City

**Thomas Guide** **Page:** 530 **Grid:** J4

**Approvals** LOS ANGELES CITY POLICE DEPARTMENT Melissa Hernandez

**Coordinator Note** BASE CAMP AND ALL CAST, CREW, PERSONAL AND EXTRAS VEHICLE PARKING WILL BE ON (PRIVATE) PROPERTY ONLY - ABSOLUTELY NO CAST, CREW, EXTRAS, AUDIENCE OR PERSONAL VEHICLES TO BE PARKED ON AREA STREETS, ROADS (INCLUDING SHOULDERS) OR ALLEYS.

**Coordinator Note** GENERATOR/S TO BE PLACED AS FAR AWAY FROM NEIGHBORING RESIDENTIAL DWELLINGS AS POSSIBLE.

**Coordinator Note** COMMUNITY SURVEY BEING CARRIED OUT WITHIN 300' FROM THE FILM LOCATION TO ADDRESS AFTER-HOURS FILM ACTIVITIES.

**Parking** **Base Camp** **Crew Parking**

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## Summary Information

## Location



**Permit Number** F00162516
**Production Company** AMERICAN FILM INSTITUTE
**Insured Company** AMERICAN FILM INSTITUTE
**Production Title** HOME

**Location Manager** Sarah Frances Hartley
Primary Phone Mobile - 336-671-1030
Secondary Phone

Location Type : Filming Location

Location Type : Filming Location

**Parking Notes**
BASE CAMP AND ALL CAST, CREW, PERSONAL AND EXTRAS VEHICLE PARKING WILL BE ON (PRIVATE) PROPERTY ONLY - ABSOLUTELY NO CAST, CREW, EXTRAS, AUDIENCE OR PERSONAL VEHICLES TO BE PARKED ON AREA STREETS, ROADS (INCLUDING SHOULDERS) OR ALLEYS.

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## Summary Information — Location



**Permit Number** F00162516
**Production Company** AMERICAN FILM INSTITUTE
**Insured Company** AMERICAN FILM INSTITUTE
**Production Title** HOME

**Location Manager** Sarah Frances Hartley
Primary Phone Mobile - 336-671-1030
Secondary Phone

**Location Address** WALKING GRID - VALERIO ST., LINDLEY AV., SHERMAN WY., CANBY AV. (INCLUSIVE), LOS ANGELES, CA, 91335

**Location Type** Grid

**Film Dates** 2/29/2020 - 2/29/2020 09:00 - 22:00 1 day
3/1/2020 - 3/1/2020 09:00 - 10:00 1 day
3/2/2020 - 3/2/2020 07:00 - 10:00 1 day

**Open or Closed to the Public** Open

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Alcohol Consumption 1: Only principal actors and/or talent may consume alcohol as part of the production. The production assumes all liability for any negative results of the consumption of alcohol.
Alcohol Consumption 2: All local and state laws, rules and regulations apply (i.e. no drinking in public, no drinking and driving, etc.)
All vehicles must be parked on private property
GRID: Filming activity may not exceed a two hour time frame in any location.
GRID: It is the responsibility of the permittee to be aware of Special Condition areas, which are excluded from this grid location. A complete list of Special Condition areas can be found at www.Filmla.com
GRID: May not interfere with filming activities of production companies in possession of location-specific permits, previously scheduled special events, or existing construction projects.
May not interfere with filming activities of production companies in possession of location-specific permits, previously scheduled special events, or existing construction projects.
Must maintain local/emergency access
No cast or crew parking on area streets

**Equipment on Location**

| Type | Quantity |
|---|---|
| Camera cars | 1 |
| Picture vehicles | 1 |

**Personnel on Location**

| Type | Quantity |
|---|---|
| Cast | 3 |
| Crew | 9 |

**Filming Activities** Handheld equipment; Exterior dialogue and establishing shots; Camera, equipment and film activities on public sidewalk only - no street or private property activities;

**Jurisdiction** **Political:** Los Angeles City - Council District 02 **Police:** Los Angeles Police Department **Fire:** Los Angeles City

**Thomas Guide** **Page:** 560 **Grid:** J4

**Approvals** LOS ANGELES CITY POLICE DEPARTMENT Melissa Hernandez

**Coordinator Note** BASE CAMP AND ALL CAST, CREW, PERSONAL AND EXTRAS VEHICLE PARKING WILL BE ON (PRIVATE) PROPERTY ONLY - ABSOLUTELY NO CAST, CREW, EXTRAS, AUDIENCE OR PERSONAL VEHICLES TO BE PARKED ON AREA STREETS, ROADS (INCLUDING SHOULDERS) OR ALLEYS.

**Parking**

**Base Camp**
Location Type : Filming Location

**Crew Parking**
Location Type : Filming Location

**Parking Notes**
BASE CAMP AND ALL CAST, CREW, PERSONAL AND EXTRAS VEHICLE PARKING WILL BE ON (PRIVATE) PROPERTY ONLY - ABSOLUTELY NO CAST, CREW, EXTRAS, AUDIENCE OR PERSONAL VEHICLES TO BE PARKED ON AREA STREETS, ROADS (INCLUDING SHOULDERS) OR ALLEYS.

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## Summary Information — Location



**Permit Number** F00162516
**Production Company** AMERICAN FILM INSTITUTE
**Insured Company** AMERICAN FILM INSTITUTE
**Production Title** HOME

**Location Manager** Sarah Frances Hartley
Primary Phone Mobile - 336-671-1030
Secondary Phone

**Location Address** 6300 Balboa Blvd., Van Nuys, CA, 91406

**Location Name** LAKE BALBOA/ANTHONY C. BEILENSON PARK

**Location Type** Park

**Film Dates** 3/2/2020 - 3/2/2020 15:30 - 17:30 1 day

**Open or Closed to the Public** Open

**Generic Conditions** **THE CONSUMPTION OF ALCOHOLIC BEVERAGES AND THE USE OF DRUGS, INCLUDING MARIJUANA, ON LOCATION BY ANY CAST, CREW, OR INVITED GUESTS IS STRICTLY PROHIBITED.**
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Alcohol Consumption 2: All local and state laws, rules and regulations apply (i.e. no drinking in public, no drinking and driving, etc.)
All vehicles must be parked on private property
Must comply with attached Rec & Park Conditions. Note: No smoking in City Parks unless guided by the Rec & Park Film Office Monitor or assigned Uniformed Fire Safety Officer in designated areas
Must Maintain 5' Clearance on Sidewalks/Walkways
Must maintain local/emergency access
No cast or crew parking on area streets
No interference with vehicular or pedestrian traffic
No Parking in handicap spaces at anytime.

**Please see attached document** F162516.4 Guidelines.pdf

**Equipment on Location**

| Type | Quantity |
|---|---|
| Cast/Crew vehicles | 5 |
| Fire Extinguisher (2A10BC Minimum Rating) | 3 |
| Picture vehicles | 1 |

**Personnel on Location**

| Type | Quantity |
|---|---|
| Cast | 3 |
| Crew | 10 |
| Rec & Park Monitor required | 1 |

**Filming Activities** Camera in car; Camera on sticks; Handheld equipment; Exterior dialogue and establishing shots; Camera, equipment and film activities on city park property only – no public sidewalk and/or street activities;

**Jurisdiction** **Political:** Los Angeles City - Council District 06 **Police:** Los Angeles Police Department **Fire:** Los Angeles City

**Thomas Guide** **Page:** 531 **Grid:** D7

**Approvals**

| | |
|---|---|
| LOS ANGELES CITY DEPARTMENT OF REC & PARKS - FILM OFFICE | Karen Casas |
| LOS ANGELES CITY POLICE DEPARTMENT | Melissa Hernandez |

**Coordinator Note** PFO/RAPG REF: 68218.

**Coordinator Note** BASE CAMP AND ALL CAST, CREW, PERSONAL AND EXTRAS VEHICLE PARKING WILL BE ON (PRIVATE) PROPERTY ONLY - ABSOLUTELY NO CAST, CREW, EXTRAS, AUDIENCE OR PERSONAL VEHICLES TO BE PARKED ON AREA STREETS, ROADS (INCLUDING SHOULDERS) OR ALLEYS.

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## Summary Information — Location



**Permit Number** F00162516
**Production Company** AMERICAN FILM INSTITUTE
**Insured Company** AMERICAN FILM INSTITUTE
**Production Title** HOME

**Location Manager** Sarah Frances Hartley
Primary Phone Mobile - 336-671-1030
Secondary Phone

**Coordinator Note** ONE (1) REC AND PARK MONITOR REQUIRED:
3/2, 15:30 - 17:30 HOURS.

**Coordinator Note** PRODUCTION MUST STAY CLEAR OF THE BULL CREEK.

**Parking**

**Base Camp**
Location Type : Filming Location

**Crew Parking**
Location Type : Filming Location

**Parking Notes**
BASE CAMP AND ALL CAST, CREW, PERSONAL AND EXTRAS VEHICLE PARKING WILL BE ON (PRIVATE) PROPERTY ONLY - ABSOLUTELY NO CAST, CREW, EXTRAS, AUDIENCE OR PERSONAL VEHICLES TO BE PARKED ON AREA STREETS, ROADS (INCLUDING SHOULDERS) OR ALLEYS.

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## Summary Information — Location



**Permit Number** F00162516
**Production Company** AMERICAN FILM INSTITUTE
**Insured Company** AMERICAN FILM INSTITUTE
**Production Title** HOME

**Location Manager** Sarah Frances Hartley
Primary Phone Mobile - 336-671-1030
Secondary Phone

**Location Address** SHERMAN WY., CANBY AV. - ETIWANDA AV., LOS ANGELES, CA 91335

**Location Type** Sidewalk

**Film Dates** 3/2/2020 - 3/2/2020 22:00 - 23:59 1 day

**Open or Closed to the Public** Open

**Generic Conditions** **THE CONSUMPTION OF ALCOHOLIC BEVERAGES AND THE USE OF DRUGS, INCLUDING MARIJUANA, ON LOCATION BY ANY CAST, CREW, OR INVITED GUESTS IS STRICTLY PROHIBITED.**
Alcohol Consumption 1: Only principal actors and/or talent may consume alcohol as part of the production. The production assumes all liability for any negative results of the consumption of alcohol.
Alcohol Consumption 2: All local and state laws, rules and regulations apply (i.e. no drinking in public, no drinking and driving, etc.)
All vehicles must be parked on private property
GRID: Filming activity may not exceed a two hour time frame in any location.
GRID: It is the responsibility of the permittee to be aware of Special Condition areas, which are excluded from this grid location. A complete list of Special Condition areas can be found at www.Filmla.com
May not interfere with filming activities of production companies in possession of location-specific permits, previously scheduled special events, or existing construction projects.
Must Maintain 5' Clearance on Sidewalks/Walkways
No cast or crew parking on area streets
No interference with merchant activity.
No interference with vehicular or pedestrian traffic

**Equipment on Location**

| Type | Quantity |
|---|---|
| Cast/Crew vehicles | 4 |

**Personnel on Location**

| Type | Quantity |
|---|---|
| Cast | 1 |
| Crew | 14 |

**Filming Activities** Exterior dialogue and establishing shots; Camera, equipment and film activities on public sidewalk only - no street or private property activities;

**Jurisdiction** **Political:** Los Angeles City - Council District 02 **Police:** Los Angeles Police Department **Fire:** Los Angeles City

**Approvals** LOS ANGELES CITY POLICE DEPARTMENT Melissa Hernandez

**Coordinator Note** MUST MAINTAIN 5' OF PUBLIC SIDEWALK ACCESS AT ALL TIMES.

**Coordinator Note** BASE CAMP AND ALL CAST, CREW, PERSONAL AND EXTRAS VEHICLE PARKING WILL BE ON (PRIVATE) PROPERTY ONLY - ABSOLUTELY NO CAST, CREW, EXTRAS, AUDIENCE OR PERSONAL VEHICLES TO BE PARKED ON AREA STREETS, ROADS (INCLUDING SHOULDERS) OR ALLEYS.

**Parking**

**Base Camp**
Location Type : Filming Location

**Crew Parking**
Location Type : Filming Location

**Parking Notes**
BASE CAMP AND ALL CAST, CREW, PERSONAL AND EXTRAS VEHICLE PARKING WILL BE ON (PRIVATE) PROPERTY ONLY - ABSOLUTELY NO CAST, CREW, EXTRAS, AUDIENCE OR PERSONAL VEHICLES TO BE PARKED ON AREA STREETS, ROADS (INCLUDING SHOULDERS) OR ALLEYS.

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AFI
CONSERVATORY

February 19, 2020

To Whom It May Concern:

Re: **SF Hartley (Producer), Ryan Kuna (Cinematographer), & Ika Zhao (Production Designer)**
**"Home"**
**Shoot Date(s): 2/29/2020 to 3/2/2020**

This letter is to introduce the above-named individuals who are currently enrolled as First Year Fellows at the American Film Institute Conservatory.

The American Film Institute is a non-profit educational organization dedicated to advancing and preserving the art of the moving image in the United States. The AFI Conservatory, a branch of the institute, is an accredited graduate institution offering the Master of Fine Arts degree.

The above-named Fellows are engaged in filming a required class project. The First-Year productions of the AFI Conservatory are exercises for educational purposes only and are not exhibited for commercial purposes. The American Film Institute is the owner of and provides all necessary insurance for the projects.

The American Film Institute is a non-profit educational organization, which has tax exempt status under section 501 (c) (3) of the Internal Revenue Code of 1954, federal identification number 52-6072925.

AFI would be grateful for any cooperation and assistance that can be provided to these individuals in connection with the production of this required exercise. Should you require any further information, please contact me at the number listed below.

Best regards,

Asia Coleman
Production Services, AFI Conservatory
Tel. 323.856.7644

---

Note: Please be advised that no Fellow may incur a financial or legal obligation in the name of nor act as an agent for the American Film Institute. Any such arrangements must be made directly with the individual Fellow as the personally responsible party.

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**AFI Conservatory**
**American Film Institute**
2021 North Western Avenue
Los Angeles, CA 90027
323.856.7600 Phone
323.856.7778 Fax
www.AFI.edu

PARK FILM OFFICE
City of Los Angeles, Department of Recreation and Parks
4730 Crystal Springs Drive, (Mail Stop 664)
Los Angeles, California 90027
Telephone: (323) 644-6220 Fax: (213) 847-6056

# Film Production Guidelines

Welcome to the City of Los Angeles, Department of Recreation and Parks (Department). In our partnership to protect the environmental integrity of our parks the Park Film Office is providing guidelines to ensure a safe and successful film shoot. Please review and provide copies of these guidelines to the appropriate responsible persons. Thank you for the continuous use of our parkland.

- **Ok to FILM at Lake Balboa – Bull Creek on 3/02/20 (see plot plan).**
- **Production must stay away from the Bull Creek.**
- **Ok to have handheld equipment,**
- **Ok to film talent against scenery in dialogue.**
- **Ok to have Steadicam and handheld equipment.**
- **Ok to have 5 crew cars.**
- **Ok to have 1 picture car.**
- **No catering or basecamp onsite.**
- **Cannot block walking pathways, parking lot and pavilions.**
- **No heavy equipment allowed on the grass.**
- **Not allowed to close off any access areas to and from the park.**
- **Not allowed to film any patrons unless given permission with written consent.**
- **Must have fire extinguisher and plywood.**
- **Equipment staging is okay to be set up near trail but cannot block the block the trail.**
- **Monitors are responsible to lock gates at the end of each day.**
- **Production must make sure all vehicles are facing the same direction.**
- **Emergency vehicles must be able to drive through at all times.**
- **Must leave all fire lanes open at all times and do not block any fire hydrants.**
- **Company does not have exclusive use of parks/parking lots/playground.**
- **Must work around park patrons, park activities and park maintenance staff.**
- **No blocking off exits/entrance of driveways.**
- **If tents are being used, they must be secured with sandbags or water barrels.**
- **If generators are being used, must have plywood or concrete base and must not be underneath any trees.**
- **Generators must be kept on concrete/plywood base. Keep away from trees/brush.**
- **Not allowed to have Propane Heaters on-site unless approved by LAFD.**
- **Fire extinguisher required for generators on site.**

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- **Service roads, parking lot driveway access, handicap or electric vehicle designated parking stalls may not be blocked or restricted. Emergency vehicle access lanes must be maintained in parking lots and park streets at all times.**
- **Must leave handicap spaces and electric car spaces open at all times.**
- **Not approved to park on the grass or block restrooms onsite.**
- **If children are being filmed, parents/guardians must be present with approval at all times.**
- **Company must leave all areas clean after use.**
- **Must maintain the 20ft emergency vehicle clearance.**
- **Not approved to have special effects.**
- **Not approved to have a drone onsite.**
- **Not approved to have an animal onsite.**
- **Not approved alteration to landscape exterior.**
- **Not approved to have weapons onsite.**
- **Production does not have exclusive use of road, park, recreation center and parking lot.**
- **Use of City utilities (water and electricity) is $75 per use, per day and the company will be invoiced by the Park Film Office.**
- **Film permits do not provide exclusive use of a park or recreation area and includes the use of parking lots.**
- **Notifications signs must be posted at least 24-48 hours prior to filming as a courtesy for the public when requesting a playground area, basketball courts, soccer fields or baseball fields.**
- **Parking must be open and available for public use designated with proper signage by production.**
- **Pyrotechnics, explosions, stunts and special effects may be considered on a case-by-case basis for exterior use only and requires approval by LAFD and the Park Film Office. Any special effects that may cause damage to the interior/exterior.**
- **Vehicles and/or heavy equipment are not allowed on turf areas unless prior approval is given by the Park Film Office.**
- **Production companies must provide their own restroom and trash receptacles. The City dumpsters and trash cans cannot be used so all self-generated trash has to be removed and disposed of off-site.**
- **No simulated sex allowed on Park property.**
- **No nudity allowed on Park property.**
- **Film permits do not provide exclusive use of a park or recreation area.**
- Service roads, parking lot driveway access, handicap or electric vehicle designated parking stalls may not be blocked or restricted. Emergency vehicle access lanes must be maintained in parking lots and park streets at all times.
- A 20 Foot unobstructed lane must be maintained between parked vehicles/trailers in all parking lots and Recreation and Parks roadways for emergency vehicle access.
- Due to underground plastic irrigation lines and trees having shallow root systems, staking and or drilling into turf, rocks, trees or asphalted areas is not permissible unless prior approval is given by the Park Film Office. This approval will be noted in the permitted guidelines.
- Locked park gates can only be accessed by a Park Film Office Monitor. Security of open gates must be provided by the permitted company. Any equipment that is permitted to stay overnight must be guarded by the permitted company's security group.

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- Alterations to natural or manmade surroundings or content of the park are not permissible unless documented in these specific guidelines. The permit holder is financially responsible for all remediation should there be any damage or unauthorized alteration to Department property. The remediation and cost of will be determined by the Park Film Office.
- A Park Film Office Monitor(s) may be assigned to the permitted location. Their job is to ensure guidelines are followed, liaison between park patrons, other City employees and a communication link between Permitee and the Park Film Office for any additional needs or authorizations. When the Park Film Office is closed the Park Film Monitor has the authority and responsibility to modify these guidelines within the parameters given to them by their supervisor. The Park Film Monitor has access 24/7 to contact their supervisors if needed. The Permitee will be required to adhere to the instructions, restrictions and requests given by the Park Film Monitor.
- Smoking: No Smoking unless in designated area
- No smoking on trails.
- Fire extinguisher required for generators on site.
- Smoking is prohibited on all Department properties. An exception has been made for permitted film production companies to smoke in areas that are designated by the Fire Safety Officer or Park Film Monitor. If a Fire Safety Officer or Park Film Monitor is not assigned to the Permitee there will be no smoking with the exception of an actor smoking while performing or as part of the scene.
- A designated smoking area may not be near any patron activity or facility. Large buckets of sand or water must be placed in this area for disposal of tobacco or tobacco related products. The designated smoking area may be revoked or not allowed depending on weather and location conditions. Failure to comply with the smoking restrictions may result in a fine.

**AMERICAN FILM INSTITUTE – HOME**
**LAKE BALBOA – BULL CREEK**
**F-162516**

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